

Job Title: Teaching Assistant for EPI 548

Department: Epidemiology
Date Available: Winter 2025 **12/16/2024 – 3/15/25**
Application Deadline:

The ASE contract stipulates that open-hire positions be posted for a minimum of 1 week. Following that guideline, please apply no later than **October 18, 2024 at 5pm.**

General Duties/Description:
See attached job description

Requirements:
Completion of Epi 512 and 513. Students who have taken EPI 548 in the past are preferred.

Salary:
Salary and benefits are competitive. Salary is commensurate with academic standing, qualifications, and experience.

How to Apply:
Via MS Form: <https://forms.office.com/r/pXDkt0XKS1> (Contact epihr@uw.edu with access issues)

Application inquiries may be made with:
Anjum Hajat at anjumh@uw.edu

Notes:
This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:
<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.

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Teaching Assistant Job Description

TA Name:	TBD
Appointment Period:	Winter 25: 12/16/24 -3/15/25 FTE: 25% (10 hours per week)
Course Name:	Epi 548 Research Methods for Social & Contextual Determinants of Health (Monday, Wednesday 11:30am-12:50pm)
Faculty Supervisor:	Dr. Anjum Hajat

Check all duties that apply to this individual:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Attend lectures [all __, most __X__]
<input type="checkbox"/> Conduct quiz section meetings
<input type="checkbox"/> Facilitate discussions
<input type="checkbox"/> Prepare lectures for quiz sections
<input type="checkbox"/> Prepare review materials for quiz sections
<input type="checkbox"/> Hold extra review sessions for exams
<input type="checkbox"/> Obtain room for review sessions
<input type="checkbox"/> Request or acquire necessary equipment
<input type="checkbox"/> Hold regular office hours _____ hrs/wk
<input type="checkbox"/> Tutor students
<input checked="" type="checkbox"/> Manage and respond to course-related e-mail
<input checked="" type="checkbox"/> Prepare webpage for course materials
<input checked="" type="checkbox"/> Maintain (update) webpage for course materials
<input checked="" type="checkbox"/> Develop and maintain electronic bulletin boards, discussion sites, etc.

<input type="checkbox"/> Prepare test questions
<input type="checkbox"/> Proctor exams
<input type="checkbox"/> Score exams
<input checked="" type="checkbox"/> Maintain grading records
<input type="checkbox"/> Prepare course attendance records | <input type="checkbox"/> Maintain course attendance records
<input checked="" type="checkbox"/> Maintain records on individual students' assignment completion
<input checked="" type="checkbox"/> Calculate quarter grades
<input checked="" type="checkbox"/> Request student assessments for course
<input type="checkbox"/> Coordinate with OEA for course evaluations

<input type="checkbox"/> Prepare lecture materials
<input type="checkbox"/> Present lectures
<input type="checkbox"/> Prepare overheads
<input type="checkbox"/> Prepare handout materials
<input type="checkbox"/> Review literature
<input type="checkbox"/> Place course materials on library reserve

<input checked="" type="checkbox"/> Attend instructor/TA meetings
<input type="checkbox"/> Act as liaison/mediator between student and professor

<input type="checkbox"/> Review textbooks for use
<input type="checkbox"/> Order textbooks |
|--|---|

Other specific duties: Grade homework
